

## TRAVEL VOUCHER

STATINTL

NAME OF PAYEE	[REDACTED]	STATION	Washington, D. C.	STATINTL
ADDRESS	[REDACTED]			

I hereby claim reimbursement for per diem in lieu of subsistence, travel and/or other expenses incurred by me in the discharge of official duties for the period from 13 January 1953, to 13 January 1953, inclusive, as per itemized statement hereon. The justification and authority for this claim is as follows:

Travel Order No. PSO 210/53

## AMOUNT CLAIMED

(See reverse side for complete itinerary and detailed itemization of expenses)

Per diem	<u>3/4 day</u>	@	<u>\$9.00</u>	\$	<u>6.75</u>
Travel and incidental expenses					<u>55.89</u>
Other					
TOTAL					<u>62.64</u>

I CERTIFY that the expenses itemized on this voucher were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any other source, Government or private; and that this voucher and attachments, if any, are true and correct in all respects.

3 February 1953

(Date)

APPROVED:

FEB 9 1953

(Date)

Chief, Administrative Staff, P&S

(Title)

CERTIFICATION:

I CERTIFY that this voucher has been examined by me; that receipts or other substantiating data have been furnished me, or satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations; and that such expenditures are properly chargeable to available appropriations as indicated below.

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**SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER**

**INSTRUCTIONS:**

1. Show itinerary, time of departure from and arrival at each point, in chronological order.
2. Computation of per diem should be based upon itinerary.
3. Itemize travel and incidental expenses by day and fully explain.
4. Appropriate receipts or explanations must be furnished to support each cash disbursement.

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